SAN FRANCISCO INTERNATIONAL GIFT FAIR
GENERAL INFORMATION

1. SHOW MANAGEMENT

San Francisco International Gift Fair is managed by Urban Expositions. Prior to the show please direct all inquiries to:

Urban Expositions, LLC
1690 Roberts Blvd. Ste 111
Kennesaw, GA 30144
(678) 285-3976
FAX (678) 285-7469

2. VENUE

San Francisco International Gift Fair will be held February 21-24, 2015

Moscone Center – South Hall & Esplanade
747 Howard Street
San Francisco, CA 94103
Show Office- Room 200

3. SHOW OFFICE

The show office will be located in room 200. Please look for on site signage. Contact the Show Office for questions beginning February 19th regarding registration, booth assignment, badges, show regulations, schedules, etc. Show office phone number is **415-978-3600.** Please note this number will be available during show office hours only.

Show Office Hours:

Friday, February 20th -24th	8:00 AM – 6:00 PM

Show Dates and Hours:

Saturday	February 21, 2015	9:00 AM – 6:00 PM
Sunday	February 22, 2015	9:00 AM – 6:00 PM
Monday	February 23, 2015	9:00 AM – 6:00 PM
Tuesday	February 24, 2015	9:00 AM – 3:00 PM

Exhibitors will be admitted starting at 8:00 AM each day (7:30 AM on Saturday, February 21st)) and may stay until one half hour after the Show closes each evening. Any exhibitor wishing to conduct a sales meeting should inquire about the use of meeting rooms.

4. EXHIBITOR REGISTRATION:

Exhibitor Badges are to be filled out online. Go to https://www.expologic.com/MatchMaking/exhibitorLogin.cfm?EventID=156, enter your User Name and Password, click on Register Booth Staff and add your staff names. Badges will be printed for you when you arrive at the show and check in. You can make changes to your booth staff on site at the Registration Desk.

5. ATTENDANCE OF CHILDREN

There will be no persons under the age of 14 admitted to the show during move-in, show hours or move-out. This is to uphold the integrity and professionalism of the exhibition as well as protect underage persons from forklifts and other hazards during move-in and out. Please make appropriate arrangements prior to the show.

EXHIBIT REGULATIONS:

6. TERMS AND CONDITIONS
Please review all the terms and conditions associated with exhibiting in the San Francisco International Gift Fair. They are outlined on the backside of the "Official Show Contract."

7. EXHIBITOR INSURANCE
Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, show days, and move-out including public liability, property damage, fire and theft, etc.

SHOW MANAGEMENT, THE EXPO CENTER OR THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

8. GENERAL RULES APPLYING TO ALL DISPLAYS

No sold or any sample sale signs are permitted.

SAMPLE SALES
In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at point of sale during the show is expressly prohibited. No merchandise will be permitted to leave the exhibit floor. All booths must remain fully intact until the official close of show for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.

This does not apply to the Treasures To Go, Vintage Collection, and Village Arts sections where sample sales are permitted.

All demonstrations equipment, including operator's position, must be located inside the booth.

Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to exhibitors adjoining booths. If such surfaces remain unfinished at 8:00 a.m., on the opening day of the show, management shall authorized the official decorator to effect the necessary finishing and the exhibitor must pay all charges involved.

The use of sound is permissible provided it is not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Sound should only be used in conjunction with the exhibitor's product. No radio or TV or other devices as such during show operation. Show Management shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring exhibitors.

Pamphlets and literature may be handed out only from within the confines of exhibitors' booths. Passing out promotional material, samples or literature in the aisles or common areas is prohibited.

Exhibitor's display/booth is to be set up only within the area as designated to the exhibitor. Encroachment into aisles and neighboring booths is strictly prohibited and will be adjusted at exhibitor's expense.

9. FIRE DEPARTMENT AND SAFETY REGULATIONS
All display materials used in the Moscone Center must be flame retardant and conform to the San Francisco Fire Department regulations. No combustible decorations shall be used at any time. All fabrics, foam core, and decorations used in booths must be flameproof.

An affidavit must be kept available in your booth for inspection by the San Francisco Fire Department, stating clearly (i) by whom and when such flameproofing was done; (ii) the exact materials flameproofed and the flameproofing compound used; and (iii) the approximate period of effectiveness of such flameproofing. Refer to Flameproofing section. Exhibitors should be aware that the San Francisco Fire Department may perform a flame test at an inspector's discretion.

Exhibitors, who wish to have an enclosed ceiling or even partial coverage of their booth, must submit a detailed request 30 days in advance of the Show to the Operations Department.

No tanks of liquefied petroleum gas or flammable liquid, either empty or filled, may be brought into the Moscone Center. The use of packing crates or cartons as display pieces are permitted, provided they are flame retardant and conform to the San Francisco Fire Department criteria.
Flameproofing at Show site is very expensive, so be sure your material conforms to San Francisco regulations before you arrive at the Moscone Center.

10. OPEN FLAMES
The use of an open flame in the Moscone Center requires the exhibitor to file an application for a San Francisco Fire Department permit. It is a Conditional Use Permit (P-100), good only for one show.
All applications for Fire Department permits must be submitted a minimum of five working days (Monday through Friday) prior to the beginning date of the regulated event. Exhibitors must telephone Inspector Pegueros at (415) 558-3366 before they submit their permit application. Furthermore, at show-site, the exhibitor is required to have a fire extinguisher rated 2A10BC in their booth.

11. FLAMEPROOFING
This information is vital to everyone participating in the Show. Your cooperation and that of your representatives is strongly urged.

Display Materials
Use only FLAMEPROOFED fabrics for display and test them personally to make sure they will not burn.
While a final determination rests with the fire prevention inspector, in most cases this does not apply to displaying your own product. Flameproofing usually lasts from six months to a year after which the material must be reprocessed. The test usually used by a Fire Prevention Inspector is to hold a lit match to several different portions of the fabric. The material may char but the flame should go out as soon as the match is removed.

Flame retardant fabric and flame retardant spray or liquid is available from Rose Brand, 75 Ninth Avenue, New York, NY, 10011 by calling (212) 242-7554 or (800) 223-1624, or fax (212) 242-7565; website www.rosebrand.com. It is also available at Rose Brand West, 10616 Lanark Street, Sun Valley, CA 91352 by calling (800) 360-5056 or fax (818) 505-6293; website www.rosebrand.com.

The use of packing crates or cartons as display pieces is permitted provided they are flame retardant and conform to the San Francisco Fire Department criteria.

12. LABOR/UNION RULES AND REGULATIONS
Qualified union personnel are required to perform various services at the Moscone Center. It is necessary that all exhibitors use qualified union personnel for the installation and dismantling of exhibits (including signs and laying of carpet) and for material handling within the show.

***Any installation and dismantling of exhibits or displays which requires the use of hand tools, or more than one person, or takes longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by union personnel.**

Installation of product that is used as an exhibit shall be considered as such. It is the intent when an exhibitor uses the product in its designed form and is not attached to or part of another item (i.e. pegboard, framework) then it will be permitted. An exhibitor's product shall be considered exempt from any jurisdictional claim with the following exceptions: Any display consisting of back wall panels, headers, light boxes, partitions, or graphic panels, shall fall within the jurisdiction of the union even if that display is the product sold by the exhibiting company.

When labor is required, one company employee may work along with the union worker(s). You are not required to hire more than one union worker, provided only one union worker is needed to complete the job. One full-time company employee may supervise/work with the union crew. You do not need to hire union personnel to set-up your product.

Please be certain to complete and return the Xpert **INSTALLATION & DISMANTLING ORDER FORM**. This is the only way to order your labor in advance. Labor orders placed at the Show will not be guaranteed for a particular time. Xpert will have a desk at the Moscone Center for those exhibitors who need to place an order on-site.

Please remember that all labor you hire is under your supervision. If for any reason you are unsatisfied with the work performed, please contact a floor manager or come to the Show Office so we may address your concerns as soon as possible.

12. PHOTOGRAPHY
Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor. Any exhibitor taking photos of another exhibitor's booth without written consent risks expulsion from the show.

13. VIOLATIONS
As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions reserves the right to restrict and/or expel at any time any exhibit, which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions conducts themselves unethically, will be dismissed from the exhibition without refund.

Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office.

All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Urban Expositions, whose decisions will be final.

Tipping
All employees of the Moscone Center, Xpert and the contractors are adequately paid; therefore, there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be expedited by tipping.

EXHIBITOR SERVICES:

14. SECURITY
Security will be provided on a 24-hour basis beginning with the first day of posted move-in and extending through the last day of posted move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property. (See section #11 regarding Exhibitor Insurance.)

Any lost or stolen valuables or any breech of security should be reported to the show office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.

HOTELS & TRAVEL INFORMATION:

15. CONNECTIONS
Urban Exposition and CONNECTIONS have negotiated discounted rates with local hotels to save you money while participating at the San Francisco International Gift Fair. To take advantage of these discounts, please contact CONNECTIONS at their toll free number, 855-246-8722 and refer to San Francisco International Gift Fair or visit www.sfigf.com for additional travel info and links to the Connections reservation website.

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Show Site Exhibitor Information

Please complete this form in case we need to contact you on your way to the Show or during the Show. This information will be kept confidential.

Please fax to 678-831-4580 or
678-285-7469
OR email to jfinn@urban-expo.com

Attn: Jennifer Finn

Please return this form by February 13, 2015

Company: _____
Booth # _____
On Site Contact _____
Phone _____ **Cell #** _____
Hotel Name/Number _____
Alt Contact _____
Phone _____ **Cell #** _____

What day will you arrive to the Show to set up?

☐	Thursday	February 19, 2015	8:00 AM – 6:00 PM
☐	Friday	February 20, 2015	8:00 AM – 6:00 PM

All set-up activity will be restricted to the confines of the booth space after 4:00 PM on February 20, 2015, to allow for crate storage, aisle carpet installation, building cleaning and show management's final inspection. Exhibitors who have not arrived by 2:00 p.m. on February 20, 2015 will risk forfeiting their space to be reassigned by Show Management unless previous arrangements have been made with Show Management. *In the event you are not able to set-up or check in by this time, please call the show office before 2:00 p.m. Friday,* February 20, 2015 *to prevent booths from being reassigned.* Exhibitors needing additional time for set-up must receive approval from show management in the show office and will be required to sign in and out with show security.

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WELCOME LETTER

Moscone Center
San Francisco, CA

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: https:\\xpert.boomerecommerce.com

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at exhibitorservices@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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CRITICAL SHOW INFORMATION

Moscone Center
San Francisco, CA

Booth Information

Booth Package Includes:	See attached booth package information
Aisle Carpet:	Black

Exhibit Hall Hours

Exhibitor Installation:	Thursday, February 19	8:00AM-6:00PM
	Friday, February 20	8:00AM-6:00PM
Show Hours:	Saturday, February 21	9:00AM-6:00PM
	Sunday, February 22	9:00AM-6:00PM
	Monday, February 23	9:00AM-6:00PM
	Tuesday, February 24	9:00AM-3:00PM
Exhibitor Dismantle:	Tuesday, February 24	3:00PM - 11:59 PM
	Wednesday, February 25	8:00AM- 12:00PM
All Out By:	Wednesday, February 25	12:00 PM

All carriers must check in no later than 8:00 AM on Wednesday, February 25 for freight pick up

Shipping Information

Advance Warehouse:

All materials shipped in advance to the warehouse must arrive by 2/13/2015.

c/o YRC- San Francisco
201 Haskins Way
S. San Francisco, CA 94080

Direct to Show Site

First day direct shipments will be accepted is 2/19/2015.

c/o Xpert Exposition Services
Moscone Center
747 Howard Street
San Francisco, CA, 94103

Important Dates / Deadlines

First day advance freight accepted:	***1/19/2015***
Discount price deadline for booth/furniture	***1/31/2015***
Last day advance freight accepted without additional fees	***2/13/2015***
First day direct freight accepted	***2/19/2015***

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DESIGN BOOTH PACKAGE

Company Name | Booth Number

Contact Person | E-Mail

10 X 10

Aisle Carpet: Black

Design Booth Specs:
8' high x 10' wide x 10' deep Hard wall construction
inside dimensions of each unit are 9'8". All walls consist of 3/16" thick plywood and are primed. Various other wall treatments are permitted, some acceptable examples are as follows: painting the walls another color, faux treatment, wallpapering, draping, stapling and nailing into the wall. Note: Nothing is to be attached to the electrical support system.
Corner/end of aisle booths will have full back wall, one side wall, and a 2' return wall with an aluminum lightbar track on the front and end of the aisle side for support reasons. Each booth will be supplied with a double-sided street sign with Company Name and Booth Number white with black lettering.

Any changes made on show site will result in additional labor fees.
The exhibitor is responsible for removing all items from the panels at the end of the show. If the panels are not left in an acceptable condition, the exhibitor will be charged for cleaning or damages.

NOTE: DO NOT ATTEMPT TO ATTACH ITEMS TO THE LIGHTING TRACK BAR.

Each Design Booth Package comes with the following:
(4) Light fixtures each containing 50 watt halogen bulbs, located in the front of the booth, mounted on a self-supported aluminum lightbar track. (1) 500 Watt outlet to illuminate lights. Additional must be ordered separately.
Booth Carpet
(1) side chair
(1) wastebasket
(1) Street Sign with company name and booth number
(1) first night booth vacuuming. If you block your booth it will not be vacuumed. Additional cleaning must be ordered separately.
On-site freight handling is included. (Advance shipments- charges apply. See the Material Handling Rates form.)

Additional furnishings and accessories can be ordered by using the FURNITURE & ACCESSORIES order forms or logging into the online system and placing an order.
If you require additional cleaning other than what is included with your booth package. Please refer to the CLEANING ORDER FORM.
If you require additional electrical power for fixtures other than what is provided with your booth package, refer to ELECTRICAL RENTAL ORDER FORM and the ELECTRICAL LABOR ORDER FORM.

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Museum Booth Package

Company Name | Booth Number

Contact Person | E-Mail

Aisle Carpet - Black

All booths in this section will be supplied with a white Euro style hard wall system, with 8' high back and side walls and a support bar across the front of the booth with a double-sided street sign indicating company name and booth number. Please note that the light bar is the support bar and cannot be removed, (please refer to drawing). For additional lighting please contact Xpert. The inside dimensions of each unit are 9' 8". The panels are made of white trovicil and are reusable so they may not be nailed, screwed, painted, or damaged in any fashion. Velcro tape and hooks over the top of the wall combined with fishing line and wire are acceptable examples of ways to display your merchandise.

The exhibitor is responsible for removing all tape from the panels and steel at the end of the show. If the panels and steel are not left in an acceptable condition, the exhibitor will be charged for cleaning or damages.
NOTE: DO NOT ATTEMPT TO ATTACH ITEMS TO THE LIGHTING TRACK BAR.

Each Standard booth in Museum comes with the following:
4 - 50 watt halogen bulbs mounted on 8' long metal track.
1 - 500 Watt outlet to illuminate lights. Additional must be ordered separately.
1 - side chair
1 - wastebasket
Gray booth carpet
Street Sign with company name and booth number
First night booth vacuuming.

If you block off your booth it will not be vacuumed. Additional cleaning must be ordered separately

On-site freight handling is included (Advance shipments- charges apply. See the Material Handling Rates form.)

Additional furnishings and accessories can be ordered by using FURNITURE & ACCESSORIES ORDER FORMS.

If you require additional electrical power for fixtures other than what is provided with your booth package, refer to ELECTRICAL RENTAL ORDER FORM and the ELECTRICAL LABOR ORDER FORM.

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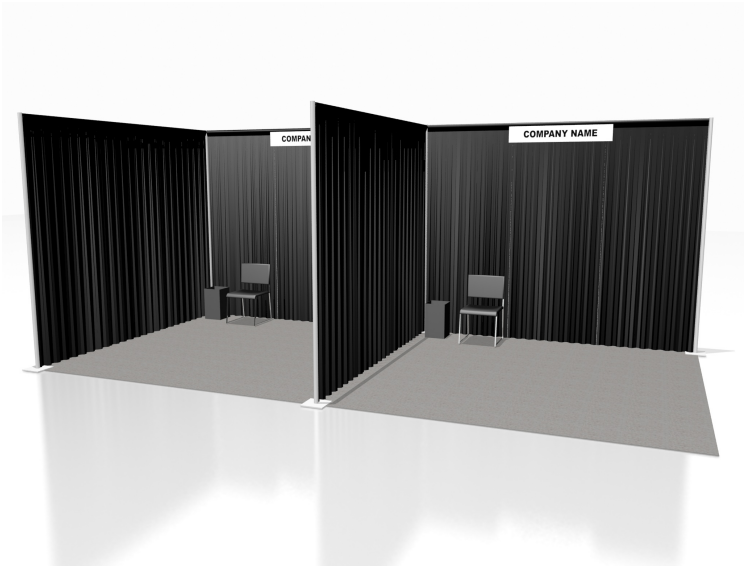
Vintage and Home & Garden Booth Packages

Company Name | Booth Number

Contact Person | E-Mail

10 X 10



Drape is not to be altered in any way-
Pinning, taping, gluing, stapling, zip tie, etc.
is not permitted and will damage the drape.

Please see additional order forms for rental items to display items in your booth.

If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

Aisle Carpet: Black

All booths in Vintage and Home & Garden will include:
8' high black backwall and 8' high black side wall drape.
Booths located on cross aisles (corners) will have no sidewall drape/steel*.
*See the Additional Steel Order Form
NOTE: 10 pound MAX weight limit on crossbars
1 - side chair
1 - 7"x 44" black and white ID sign
1 - Wastebasket
On-site freight handling is included. (Advance shipments- charges apply. See the Material Handling Rates form.)

*NO CARPET IN BOOTH
*NO ELECTRIC IN BOOTH

*This booth package does not include carpet. If you wish to order carpet, please see the Carpet Order Form.

Additional furnishings and accessories can be ordered by using the FURNITURE & ACCESSORIES ORDER FORMS.

If you require electrical power for fixtures, refer to ELECTRICAL RENTAL ORDER FORM and ELECTRICAL LABOR ORDER FORM. Electrical services are not included. Please order separately.

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General Gift and Personal Style Booth Package

Company Name | Booth Number

Contact Person | E-Mail

All booths in this section will be supplied with 8' high black backwall and 8' high black side wall drape. Booths located on cross aisles (corners) will have no sidewall drape/steel*.

*See the Additional Steel Order Form
NOTE: 10 pound MAX weight limit on cross bars

Drape is not to be altered in any way- Pinning, taping, gluing, stapling, zip tie, etc. is not permitted and will damage the drape. Please see additional order forms for rental items to display items in your booth.

If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

Each 10x10 Standard booth in General Gift comes with the following:

1 - side chair
1 - 7"x44" black and white ID sign
Gray Booth Carpet.
First night vacuuming. If you block off your booth it will not be vacuumed.
Additional cleaning must be ordered separately
1 - wastebasket
1 - 500 watt outlet
On-site freight handling is included (Advance shipments-charges apply. See the Material Handling Rates form)

Additional furnishings and accessories can be ordered by using FURNITURE & ACCESSORIES ORDER FORMS.

If you require additional cleaning other than what is included with your booth package. Please refer to the CLEANING ORDER FORM.

If you require additional electrical power for fixtures, refer to ELECTRICAL RENTAL ORDER FORM and ELECTRICAL LABOR ORDER FORM. Please order separately. All outlets will be placed along back wall of booth, centered. If you have more than 1 booth, an island, end cap or peninsula, you may incur additional electrical labor charges. Please contact electrical company for questions.

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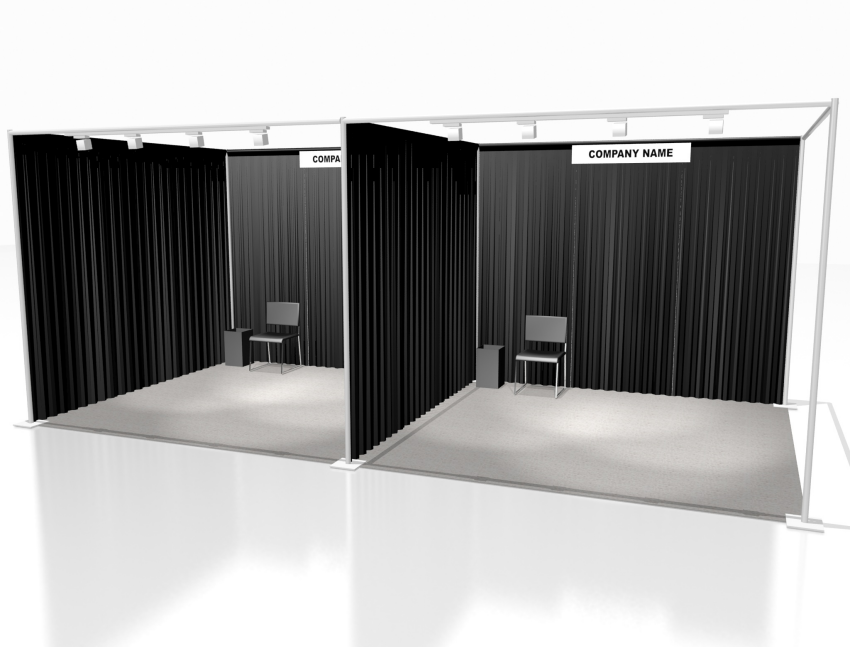
Table Top Gourmet/Housewares and Handcrafted Booth Packages

Company Name | Booth Number

Contact Person | E-Mail



Aisle Carpet - Black

All booths in this section will be supplied with 8' high black backwall and 8' high black side wall drape. Booths located on cross aisles (corners) will have no sidewall drape/steel*.

*See the Additional Steel Order Form
NOTE: 10 pound MAX weight limit on cross bars

Drape is not to be altered in any way- Pinning, taping, gluing, stapling, zip tie, etc. is not permitted and will damage the drape. Please see additional order forms for rental items to display items in your booth.

If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

Each Standard booth in TableTop/Gourmet/Housewares comes with the following:
4 - 50 watt halogen bulbs mounted on 6' long track.
1 - 500 Watt Outlet to illuminate lights. Additional must be ordered separately.
1 - Folding chair
Gray booth carpet
1 - 7"x44" black and white ID sign
1 - Wastebasket
First night booth vacuuming.

If you block your booth it will not be vacuumed. Additional cleaning must be ordered separately

On-site freight handling is included (Advance shipments, charges apply. See the Material Handling Rates.)

Additional furnishings and accessories can be ordered by using FURNITURE & ACCESSORIES ORDER FORMS.

If you require additional electrical power for fixtures other than what is provided with your booth package, refer to ELECTRICAL RENTAL ORDER FORM and the ELECTRICAL LABOR ORDER FORM.

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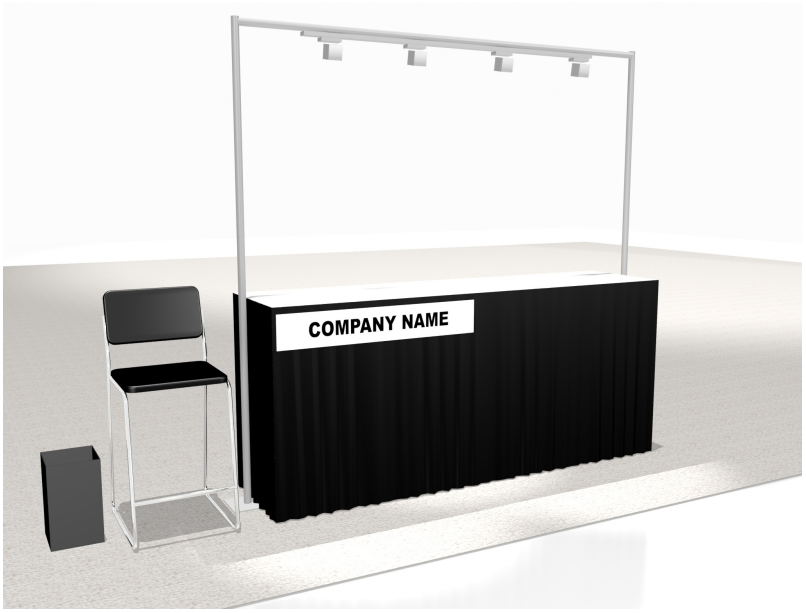
Handcrafted Pavilion Package

Company Name | Booth Number

Contact Person | E-Mail

3.5 X 10



Aisle Carpet: Black Blend

Each Standard 3.5' x 10' booth in Handcrafted Pavilion comes with the following:
4 light heads on 6' track rail
1 - 2'x 8' x 40" high black skirted table
1 - barstool
Booth carpet
1 - 7" x 44" exhibitor ID sign
1 - wastebasket
On-site freight handling is included (Advance shipments- charges apply. See the Material Handling Rates form.)

Drape is not to be altered in any way- Pinning, taping, gluing, stapling, zip tie, etc. is not permitted and will damage the drape and table skirts. Please see additional order forms for rental items to display items in your booth.
If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

NOTE: DO NOT ATTEMPT TO ATIACH ITEMS TO THE LIGHTING TRACK BAR.

Additional furnishings and accessories can be ordered by using FURNITURE & ACCESSORIES ORDER FORMS.

If you require additional electrical power for fixtures other than what is provided with your booth package, refer to ELECTRICAL RENTAL ORDER FORM and the ELECTRICAL LABOR ORDER FORM.

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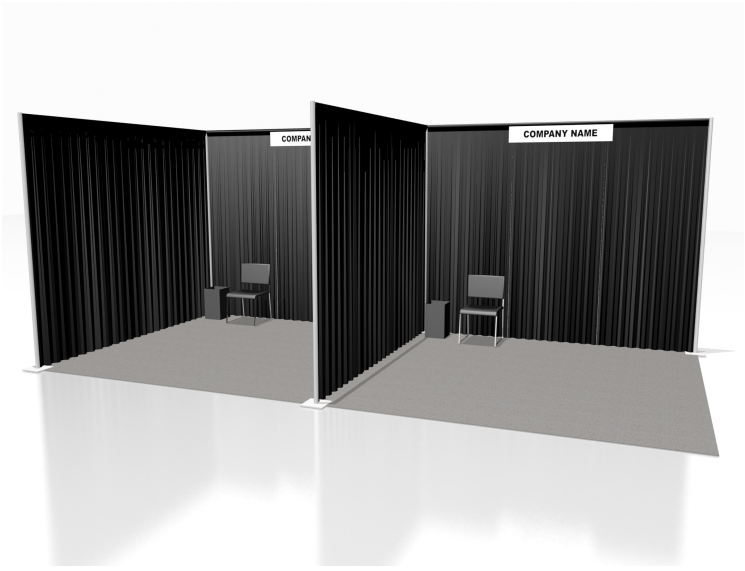
Village Arts Package (Cash&Carry)

Company Name | Booth Number

Contact Person | E-Mail

10 X 10



Drape is not to be altered in any way-
Pinning, taping, gluing, stapling, zip tie, etc.
is not permitted and will damage the drape.

Please see additional order forms for rental items to display items in your booth.

If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

BALLROOM IS CARPETED

All booths in Village Arts will include: 8' high black backwall and 8' high black side wall drape.
Booths located on cross aisles (corners) will have no sidewall drape/steel*.
*See the Additional Steel Order Form
NOTE: 10 pound MAX weight limit on crossbars
1 - side chair
1 - 7"x 44" black and white ID sign
1 - Wastebasket
1- 500 watt outlet
On-site freight handling is included. (Advance shipments- charges apply. See the Material Handling Rates form.)

*

Additional furnishings and accessories can be ordered by using the FURNITURE & ACCESSORIES ORDER FORMS.

If you require electrical power for fixtures, refer to ELECTRICAL RENTAL ORDER FORM and ELECTRICAL LABOR ORDER FORM. Electrical services are not included. Please order separately.

San Francisco International Gift Fair

February 21- 24, 2015

Treasure To Go #1 Booth Package (Cash&Carry)

Company Name | Booth Number

Contact Person | E-Mail

10 X 10

Drape is not to be altered in any way-
Pinning, taping, gluing, stapling, zip tie, etc.
is not permitted and will damage the drape.

Please see additional order forms for rental items to display items in your booth.

If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

BALLROOM IS CARPETED

All booths in Treasures To Go (Cash & Carry) will include: 8' high black backwall and 8' high black side wall drape.

Booths located on cross aisles (corners) will have no sidewall drape/steel*.
*See the Additional Steel Order Form
NOTE: 10 pound MAX weight limit on crossbars

1 - side chair
1 - 7"x 44" black and white ID sign
1 - Wastebasket
1- 500 watt outlet
On-site freight handling is included. (Advance shipments- charges apply. See the Material Handling Rates form.)

Additional furnishings and accessories can be ordered by using the FURNITURE & ACCESSORIES ORDER FORMS.

If you require electrical power for fixtures, refer to ELECTRICAL RENTAL ORDER FORM and ELECTRICAL LABOR ORDER FORM. Electrical services are not included. Please order separately.

San Francisco International Gift Fair

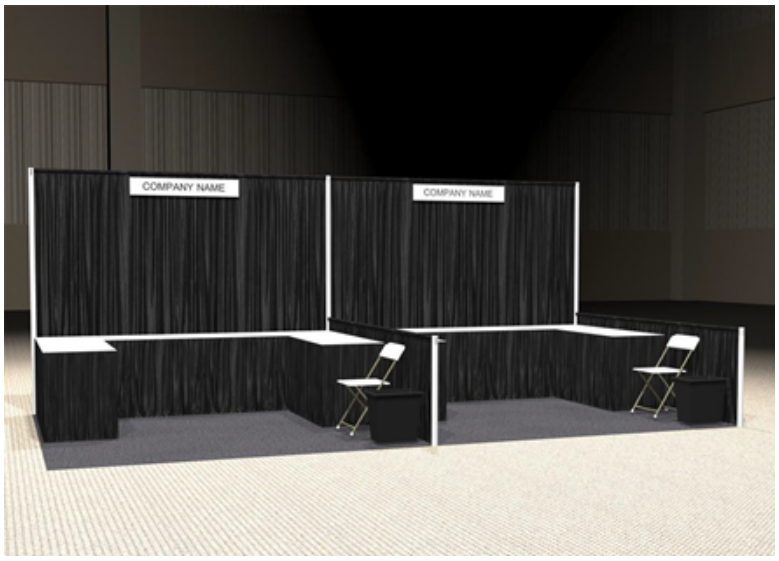
February 21- 24, 2015

Treasure to Go #2 Booth Package

Company Name Booth Number

Contact Person E-Mail

10 X 10



Drape is not to be altered in any way-
Pinning, taping, gluing, stapling, zip tie, etc.
is not permitted and will damage the drape.

Please see additional order forms for rental items to display items in your booth.

If the panels/drape/ steel are damaged in any way and not left in an acceptable condition, the exhibitor will be charged for the damages and or cleaning fees.

BALLROOM IS CARPETED
Each 10 X 10 Standard booth in Treasure to Go #2 includes 8" high back wall and 8' high side wall and the following:
(1) folding chair
(3) Black skirted tables (See below for table size selection)
(1) 7"x44" black and white ID sign Ballroom is carpeted*
1 time vacuuming of booth (last night of set up only). If you block your booth it will not be vacuumed. Additional cleaning must be ordered separately and order forms returned to Xpert.
(1) Wastebasket
(1) 500 watt outlet
On-site freight handling is included (Advance shipments- charges apply. See the Material Handling Rates form.)

Table Sizes Selection:

30"high- 4'x 2' _____ **30"high- 6' x 2' _____** **30"high- 8' x 2'_____**

PLEASE SEND THIS FORM BACK TO Xpert by 1/31/15 with your selections. If no Selection is made, your booth will receive (3) 6' tables. All charges will be billed at prevailing furnishing rate.

Additional furnishings and accessories can be ordered by using FURNITURE & ACCESSORIES ORDER FORMS.

If you require additional cleaning other than what is included with your booth package. Please refer to the CLEANING ORDER FORM.

If you require additional electrical power for fixtures, refer to ELECTRICAL RENTAL ORDER FORM and ELECTRICAL LABOR ORDER FORM. Please order those separately. All outlets will be placed along back wall of booth, centered. If you have more than 1 booth, an island, end cap or peninsula, you may incur additional electrical labor charges. Please contact electrical company for questions.

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San Francisco International Gift Fair

February 21- 24, 2015

BOOTH CARPET REMOVAL

Company Name | Booth Number

Contact Person | E-Mail

The Following Packages will receive GRAY booth carpet as part of the booth package.

- Design
- Handcrafted Booth package
- Handcrafted Pavilion
- General Gift
- Museum
- Personal Style
- TableTop/Gourmet/Housewares

This carpet comes with the Booth Package and will automatically be installed.
If you **DO NOT** wish to have this carpet, please complete and return this form to Xpert by the Rental Discount Date of: **1/31/2015**

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San Francisco International Gift Fair

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TRACK LIGHT FIXTURE RENTAL

Discount Deadline 1/31/2015

Company Name | Booth Number

Contact Person | E-Mail

3 HEAD TRACK LIGHT FIXTURE

1 – 6' TRACK LIGHT BAR WITH 3 LIGHT HEAD FIXTURES

1 – CROSS BAR

Track Light	Quantity	Discount Price	Standard Price	Extended Price
	_____	$189.00	$245.70	$_____

Light Head	Quantity	Discount Price	Standard Price	Extended Price
	_____	$42.00	$52.00	$_____

*If additional uprights are required, please order them on the furniture accessories page.

***Power not included**, please order power separately.

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February 21- 24, 2015

EXHIBITORS WITH MULTIPLE BOOTHS

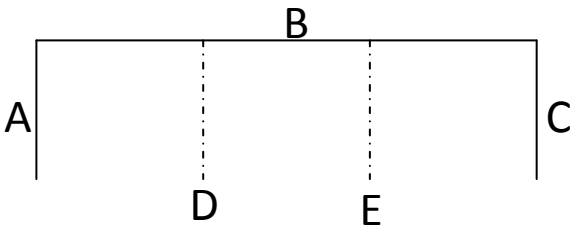
Deadline date 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard 8' high booth drape

On the diagram to the right, Items A, B and C show the standard booth drape set up for multiple booths. The divider drape and framework between the booths, Items D and E will not be installed unless this order form is completed and returned by the deadline date.



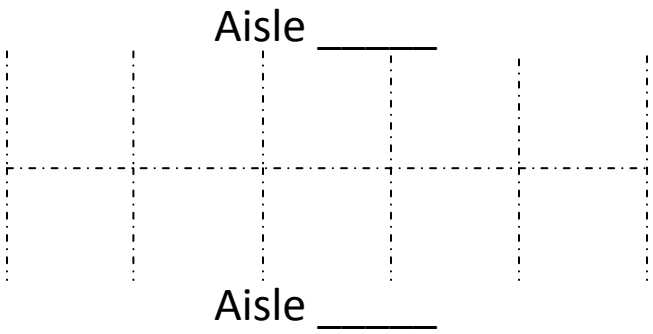
To order divider drape or framework for multiple booths

Divider drape or framework will be provided at NO CHARGE only if this form is completed and returned by the deadline date.
Orders not received by the deadline date or placed at show site will be charged at the published labor rates within this service manual. ½ hour minimum labor charge.

Please indicate your requirements and complete the placement diagram below:

☐ Yes, I would like the drape and framework installed.

☐ Yes, I would like only the framework installed.



Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

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San Francisco International Gift Fair

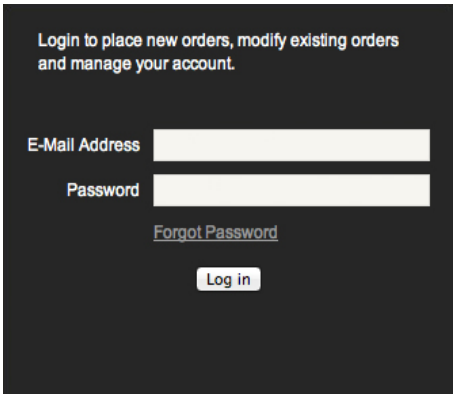
February 21 - 24, 2015

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to https://xpert.boomerecommerce.com , our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.

   Enter your email address and password here:



   Copying and pasting the password is suggested to eliminate errors.

   -or-

2. Go to our website at www.xpertexpo.com

   Click on Xpert Online Ordering If you are not the main contact provided for the exhibiting booth, please click on Register Now You will be required to supply both your company name and zip code to gain access and start placing orders.

   Once you have located your company and set up your contact information, click on Shop Now in the "My Events" column next to the event you would like to place an order for.

   Your shopping cart can be viewed by clicking 0 item(s) in your cart in the upper right hand side of the screen, at any time during the ordering process.

   Helpful Hints:

   If you would like to remove an item from your shopping cart, click the ✖ .

   Special instruction can be added to clarify your order by clicking Add Instruction under any items ordered.

   Change color of carpet, drape, or skirt or any required selections during ordering, click on Edit Attributes and proceed with changes.

   After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 or email exhibitorservices@xpertexpo.com for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item

San Francisco International Gift Fair

February 21 - 24, 2015

PAYMENT AUTHORIZATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a $25.00 service charge will be added.
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐MasterCard ☐Visa ☐ Diners ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐Visa ☐Diners ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

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exhibitorservices@xpertexpo.com

SHIPPING ADDRESSES

Moscone Center
San Francisco, CA

Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **San Francisco International Gift Fair**

YRC- San Francisco
201 Haskins Way
S. San Francisco, CA 94080

Advance shipments are accepted from 1/19/2015 through 2/13/2015.

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

For: **San Francisco International Gift Fair**

Xpert Exposition Services
Moscone Center
747 Howard Street
San Francisco, CA, 94103

First day direct shipments will be accepted is 2/19/2015.

Any shipment arriving prior to 2/19/2015 may not be accepted and is subject to additional handling fees.

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

San Francisco International Gift Fair

To: YRC- San Francisco
201 Haskins Way
S. San Francisco, CA 94080

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

San Francisco International Gift Fair

To: YRC- San Francisco
201 Haskins Way
S. San Francisco, CA 94080

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

San Francisco International Gift Fair

To:
YRC- San Francisco
201 Haskins Way
S. San Francisco, CA 94080

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

ADVANCE SHIPMENT EVENT SERVICE AND SUPPLY

From:

San Francisco International Gift Fair

To: YRC- San Francisco
201 Haskins Way
S. San Francisco, CA 94080

Company Name: _____
Booth Number: _____
Piece # _____ of _____

A ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

San Francisco International Gift Fair

To: Xpert Exposition Services
Moscone Center
747 Howard Street
San Francisco, CA, 94103

Company Name: _____
Booth Number: _____
Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

San Francisco International Gift Fair

To: Xpert Exposition Services
Moscone Center
747 Howard Street
San Francisco, CA, 94103

Company Name: _____
Booth Number: _____
Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

San Francisco International Gift Fair

To: Xpert Exposition Services
Moscone Center
747 Howard Street
San Francisco, CA, 94103

Company Name: _____
Booth Number: _____
Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

DIRECT SHIPMENT

From:

San Francisco International Gift Fair

To: Xpert Exposition Services
Moscone Center
747 Howard Street
San Francisco, CA, 94103

Company Name: _____
Booth Number: _____
Piece # _____ of _____

D ***RUSH***
EXHIBIT MATERIAL

xpert EXPOSITION SERVICES

San Francisco International Gift Fair

February 21 - 24, 2015

MATERIAL HANDLING COSTS

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $45.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $55.00 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

Direct Shipments to Show Site

Included in Booth package

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Cost Estimate

Material Handling	$
Estimated Additional Charges	$
Total Estimated Material Handling	**$**

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee: - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional $50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

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xpert EXPOSITION SERVICES

San Francisco International Gift Fair

February 21 - 24, 2015

MATERIAL HANDLING AUTHORIZATION

Company Name _____ Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $45.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $55.00 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

Direct Shipments to Show Site

Included in Booth package

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

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Late to Warehouse Fee: - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional $50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipment is received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME (please print)

_____
DATE

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exhibitorservices@xpertexpo.com

MATERIAL HANDLING POLICY

Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

Overtime Charges

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $ .50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

xpert EXPOSITION SERVICES

San Francisco International Gift Fair

February 21 - 24, 2015

BOOTH LABOR

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 1/31/2015: Add 30% to hourly rates.

LABOR RATES: **Straight time $ 115.00** **Overtime: $ 172.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time	# of Laborers	Total Hours	Hourly Rate	Total Cost
Install				

☐ Xpert Supervision* on installation labor

Dismantle				

☐ Xpert Supervision* on dismantle labor

Total Estimated Costs	**$**

*Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative _____

Cell Phone Number _____

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

San Francisco International Gift Fair

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OUTBOUND SHIPPING INSTRUCTIONS

NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Outbound Shipping Instructions

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show _____ Booth # _____

Address _____

City _____ State _____ Zip _____ Country _____

Attention: _____

Phone _____ Fax _____

SHIPPING METHOD

□ AIR □ GROUND

Name of Carrier: _____

Please note:

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.

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EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs).

Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 1/31/2015.

EAC COMPANY NAME _____

EAC CONTACT NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

TELEPHONE _____ FAX _____ EMAIL _____

Services to be provided

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service

☐ Booth Labor ☐ Other _____

Is this company authorized to order services on your behalf? ☐ YES ☐ NO

Is this company responsible for charges incurred for the show? ☐ YES* ☐ NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME _____ SIGNATURE _____ DATE _____

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 01/01/03

PRODUCER

ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 300,000 $ 10,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐ _____	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: $ $	$1,000,000 $1,000,000
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/08	01/01/09	EACH OCCURENCE AGGREGATE 	$1,000,000 $1,000.000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $1,000.000 $1,000.000 $1,000.000
D	OTHER					

SAMPLE COPY

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER | X | ADDITIONAL INSURED; INSURER LETTER: X | CANCELLATION

Xpert Exposition Services
3455 W. Sunset Rd. Suite L
Las Vegas, NV 89118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE
John Smith, CIC
John Smith, CIC

xpert EXPOSITION SERVICES

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FORKLIFT LABOR

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATES: **Straight time $ 153.00** **Overtime: $ 229.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Total Estimated Costs		**$**

Description of Work to be performed: _____

Describe largest piece to be handeled:

Weight _____lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____ _____
NAME CELL

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

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exhibitorservices@xpertexpo.com

xpert EXPOSITION SERVICES

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BOOTH CLEANING

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Booth Cleaning

Vacuuming of booth and emptying of wastebaskets once daily at close of show

Booth dimensions		Total area		Discount Price		Standard Price		Daily Price
_____ x _____	=	_____	x	$0.37	or	$0.47	=	_____

Daily Price		Number of days		Cleaning Service Total Price
_____	x	_____	=	_____

Porter Service

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	$130.50	_____	_____
1000 to 1500 sq. ft.	$150.50	_____	_____
1500 to 2000 sq. ft.	$170.50	_____	_____
2000 to 2500 sq. ft.	$190.50	_____	_____
2500 to 3000 sq. ft.	$210.50	_____	_____
3000 to 3500 sq. ft.	$230.50	_____	_____
3500 to 4000 sq. ft	$250.50	_____	_____
Over 4000 sq. ft.	$270.50	_____	_____

Total Costs	

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002
exhibitorservices@xpertexpo.com

ACCESSIBLE STORAGE DURING SHOW

Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.
Accessible storage is unsecured

Set-Up Fee

There is a one-time set up fee of $105.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	$105.00 per day
32 to 64 square feet	$155.00 per day
64 to 96 square feet	$205.00 per day
96 to 128 square feet	$255.00 per day
128 to 160 square feet	$305.00 per day

Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.

WAREHOUSE STORAGE

Company Name		Booth Number	
Show Name	Facility		
Contact Person	E-Mail		
Address	City	St	Zip
Phone	Fax		

Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges may apply for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

Storage Rates

Storage:	$7.00 per cwt per month. (10 CWT or 1000 lbs. minimum)
Transportation:	2 hr minimum @ $135.00 per hour ST from Las Vegas show site to the warehouse facility. (Quotes can be provided for shipping from another location) 2 hr minimum @ $135.00 per hour ST from warehouse facility to event in Las Vegas. (Quotes will be provided for shipping outside of Las Vegas)
Handling:	$7.00 per cwt for loading/unloading exhibit materials at the warehouse. (5 CWT or 500 lb. minimum)

NOTES: Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at shipping@xpertexpo.com if you would like to receive a shipping quote from Xpert Shipping Services (XSS). Additional fees also apply for access to or inventory of freight while placed in storage with Xpert. Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: $7.00 x _____CWT x _____ # of months $_____
1,000 lb. minimum storage*

Start Date:_____ End Date: _____

Signature_____Print_____Date_____

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days

Xpert Shipping Services

For trade show freight service on this or any show, call 855-677-EXPO (3976)

To assist in ensuring that your trade show exhibit materials are returned intact after the show, XSS, the official trade show carrier, is providing the following outbound shipping services.

Instructions for using this service:

1. Complete this form with your outbound shipping information and visit the Xpert Exhibitor Services to be provided a quote.
2. Prior to the end of the show, pick up your "Bill of Lading"(BOL) and shipping labels from the exhibitor services desk if they have not been delivered to you.
   Shipments going to multiple destinations require a separate BOL for each destination.
3. At the close of the show, apply shipping labels and PRO# provided to each piece and leave all freight pieces in your booth.
4. Complete section ***5.Shipment Details*** on the BOL and return it to the exhibitor service desk with this form before departing from show site.

Available services(check the appropriate box):

☐ **Truck/Ground Service: Two to five day service**

☐ **Air Freight/Expedited Service: Guaranteed service for time critical shipments**

Must arrive ☐ on_____ or ☐ before_____

Booth #_____ Company Name _____

Shipment Destination(1): _____

_____

_____

Estimated total weight:_____

Shipment Destination(2): _____

_____

_____

Estimated total weight:_____

□ **Card on file with Xpert Exposition Services** (if applicable)

By signing this form you agree you understand billing and authorize charges to your credit card account on file and payment terms and conditions already supplied by Xpert for shipping and any additional charges that may occur while handling your shipment as required by your trade show representative.

Signature:_____Print:_____Date:_____

WAREHOUSE STORAGE FAQ

Frequently Asked Questions:

1) Where will my items be stored?

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

2) How should I label my items to be placed in storage?

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

3) How should I pack my items to be placed in storage?

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

4) What happens if I need to access my storage after the show?

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

5) What type of payment do you accept for Storage Service?

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

6) Do you offer pro-rated fees or refunds if my Storage dates change?

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

7) What happens to my stored items after my Storage Term ends?

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

8) Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

9) What type of insurance do you offer for stored items in your warehouse?

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.

xpert EXPOSITION SERVICES

San Francisco International Gift Fair

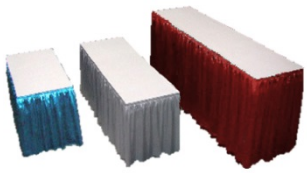
February 21 - 24, 2015

FURNITURE & ACCESSORIES

Side Chair

Barstool

36" x 30" High Conference Table


Tables with Skirting

Chrome Bag Stand

Chrome Sign Stand

Literature Rack

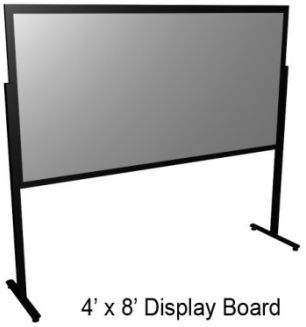
Stanchion
(includes 7' retractable cord)

Tripod Easel

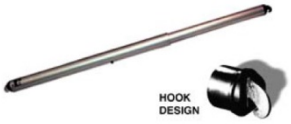
Garment Rack

Raffle Drum

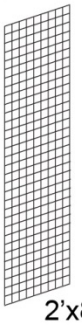
Wastebasket


4' x 8' Display Board

8' Upright Pole & Base



6' – 10' Crossbar


2'x8' Gridwall

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STANDARD FURNITURE

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	$ 55.00	$ 71.50	$_____
Barstool	_____	$ 97.00	$ 126.10	$_____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36” x 30” High Conference Table	_____	$ 189.00	$ 245.70	$_____
36” x 40” High Cocktail Table	_____	$ 209.00	$ 271.70	$_____

30” Tables

4’ x 2’ x 30” High Table (un-skirted)	_____	$ 63.00	$ 81.90	$_____
6’ x 2’ x 30” High Table (un-skirted)	_____	$ 83.00	$ 107.90	$_____
8’ x 2’ x 30” High Table (un-skirted)	_____	$ 103.00	$ 133.90	$_____

40” Tables

4’ x 2’ x 40” High Table (un-skirted)	_____	$ 72.00	$ 93.60	$_____
6’ x 2’ x 40” High Table (un-skirted)	_____	$ 95.00	$ 123.50	$_____
8’ x 2’ x 40” High Table (un-skirted)	_____	$ 118.00	$ 153.40	$_____
Draped Riser (white only) ☐ 4’ ☐ 6’	_____	$ 56.00	$ 72.80	$_____

Table skirting

Skirting Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30” Table Skirt - 3 sides ONLY on 6’ or 8’	_____	$ 39.00	$ 50.70	$_____
40” Table Skirt - 3 sides ONLY on 6’ or 8’	_____	$ 49.00	$ 63.70	$_____
30” Table Skirt - 4th side coverage for 6’ or 8’	_____	$ 39.00	$ 50.70	$_____
40” Table Skirt - 4th side coverage for 6’ or 8’	_____	$ 49.00	$ 63.70	$_____

Total Costs	**$**

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

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FURNITURE ACCESSORIES

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	$ 95.00	$ 123.50	$_____
22” x 28” Chrome Sign Stand	_____	$ 89.00	$ 115.70	$_____
4’ x 8’ Display Board	_____	$ 164.00	$ 213.20	$_____
4’ x 8’ Peg Board	_____	$ 164.00	$ 213.20	$_____
2’ x 8’ Grid Wall	_____	$ 87.00	$ 113.10	$_____
Grid Wall Feet (set of two)	_____	$ 25.00	$ 25.00	$_____
Garment Rack	_____	$ 99.00	$128.70	$_____
Literature Stand	_____	$ 98.00	$ 127.40	$_____
Raffle Drum	_____	$ 93.00	$ 120.90	$_____
Stanchion (includes 7’ retractable cord)	_____	$ 73.00	$ 94.90	$_____
Tripod Easel	_____	$ 37.00	$ 48.10	$_____
8’ Upright Pole & Base	_____	$ 26.00	$ 33.80	$_____
6’ – 10’ Crossbar	_____	$ 26.00	$ 33.80	$_____
Wastebasket	_____	$ 19.00	$ 24.70	$_____

BOOTH DRAPE

Drape Color ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

	Quantity	Discount Price	Standard Price	Extended Price
8’ high drape – backdrop (per linear foot)	_____	$ 15.00	$ 19.50	$_____
3’ high drape – side rail (per linear foot)	_____	$ 12.00	$ 15.60	$_____
End Cap	_____	$ 45.00	$ 58.50	$_____

Total Costs	**$**

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xpert EXPOSITION SERVICES

San Francisco International Gift Fair

February 21 - 24, 2015

BOOTH CARPET

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Quantity	Discount Price	Standard Price	Extended Price
10' x 10'	_____	$144.00	$187.20	$_____
10' x 20'	_____	$288.00	$374.40	$_____
10' x 30'	_____	$432.00	$561.60	$_____
10' x 40'	_____	$576.00	$748.80	$_____
10' x 50'	_____	$720.00	$936.00	$_____

Custom Cut Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Booth Size		Sq. Ft.		Discount Price		Standard Price	Extended Price
Per Sq Ft (minimum 100 ft.)	____ X ____	=	_____	X	$2.40	or	$3.12	= $_____

Plush Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal ☐ White

	Booth Size		Sq. Ft.		Discount Price		Standard Price	Extended Price
Per Sq. Ft (minimum 100 ft.)	____ X ____	=	_____	X	$3.30	or	$4.29	= $_____

Accessories

	Size		Sq. Ft.		Discount Price		Standard Price		Extended Price
Padding (1/2 inch foam)									
Per Sq. Ft. (minimum 100 ft.)	____ X ____	=	_____	X	$1.40	or	$1.82	=	$ _____
Double Padding (1 inch foam)									
Per Sq. Ft. (minimum 100 ft.)	____ X ____	=	_____	X	$2.75	or	$3.58	=	$_____
Visqueen (3 mil)									
Per Sq. Ft. (minimum 100 ft.)	____ X ____	=	_____	X	$0.95	or	$1.24	=	$_____

Total Costs	**$**

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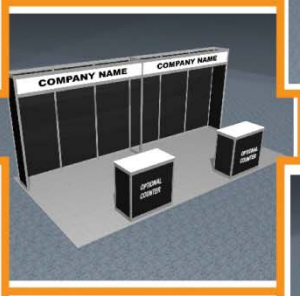
BOOTH RENTAL

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

PACKAGE A



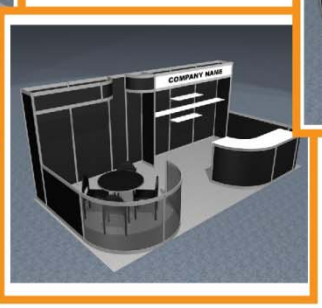
PACKAGE C

PACKAGE D

PACKAGE F

PACKAGE G

PACKAGE B



PACKAGE E

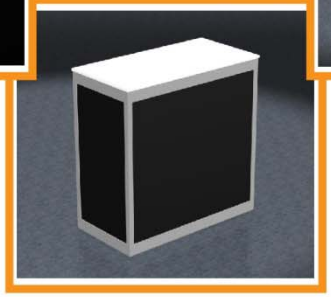
PACKAGE H

ACCESSORIES

ARM LIGHT

SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER

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BOOTH RENTAL

Discount Price Deadline 1/31/2015

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	$1345.00	$1748.50	_____
Package B • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	$1830.00	$2379.00	_____
Package C • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	$2045.00	$2658.50	_____
Package D • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	$2557.00	$3324.10	_____
Package E • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	$3245.00	$4218.50	_____
Package F • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	$3150.00	$4095.00	_____
Package G • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	$3245.00	$4218.50	_____
Package H • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	$3945.00	$5128.50	_____

Total Costs	**$**

Header copy: _____

Text color: ☐ Black ☐ Blue ☐ Red ☐ Grey

Panel color: ☐ White ☐ Black ☐ Grey ☐ Grey Fabric (Velcro friendly) ☐ Black Fabric (Velcro friendly)

Carpet color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

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BOOTH RENTAL ACCESSORIES

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights	_____	$65.00	$84.50	$_____
1 meter shelf	_____	$49.00	$63.70	$_____
1 meter counter	_____	$245.00	$318.50	$_____
1 meter curved counter	_____	$345.00	$448.50	$_____
2 meter counter	_____	$375.00	$487.50	$_____
Sliding door lock for counter	_____	$18.00	$23.40	$_____
			Total Costs	**$**

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

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CUSTOM SIGNAGE

Discount Price Deadline 1/31/2015

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 ½" x 11"	_____	$39.00	$50.70	$_____
7" x 44"	_____	$65.00	$85.00	$_____
14" x 22"	_____	$65.00	$85.00	$_____
22" x 28"	_____	$85.00	$115.70	$_____
28" x 44"	_____	$147.00	$210.00	$_____
38" x 84" w/base single sided	_____	$445.00	$575.00	$_____

* Prices are based on one color copy on white background- single sided . Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

☐ Horizontal ☐ Vertical

OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	$9.00	$11.70	$_____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total $_____

Add 8.1% Tax $_____

Total Costs	**$**

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FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

xpert EXPOSITION SERVICES

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TERMS & CONDITIONS

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICES in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. XPERT EXPOSITION SERVICES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICES in time to obtain the proper equipment.

4. XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

5. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to $.50 per pound per article, with a maximum liability of $100.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.

8. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS XPERT EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICES for freight handling services or any other services provided by XPERT EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

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